



**City of Baltimore
Department of Finance**

CITY PURCHASING AGENT

The City of Baltimore is seeking a certified, professional purchasing agent to manage the City's purchasing operation, which handles the procurement of more than \$220 million in goods and services annually. The incumbent administers the purchasing and materials management program of the City by analyzing, planning and directing the activities of the Bureau of Purchases, including the purchase of a wide variety of commodities and services for all City agencies, the storage and distribution of certain commodities, the maintenance of accounting and inventory reports and records, the disposal of surplus property, and the printing and reproduction of graphic materials. Knowledge of the methods and principles of large-scale buying, excellent communication skills, demonstrated management ability, and strong work ethic are desired. The City Purchasing Agent advises the Board of Estimates and City agencies concerning matters relative to purchasing activities.

Certification as a Certified Purchasing Manager by the National Association of Purchasing Management or as a Certified Public Purchasing Officer by the National Institute of Government Purchasing is required.

Education And Experience Requirements include a bachelor's degree from an accredited college or university and five (5) years of experience as a chief or deputy chief procurement officer in a large (volume of purchases of at least \$90 million annually) public or private organization. A master's degree in public or business administration may be substituted for one year of the experience as a chief or deputy chief procurement officer in a large public or private organization. One year of additional experience in purchasing management may be substituted for each of the degree requirement.

Salary will be commensurate with education and experience.

Note: Those who are under final consideration for appointment will be required to authorize the release of criminal conviction information.

Interested candidates should submit a cover letter and resume, which specifically addresses the experience relevant to this position no later than Friday, October 5, 2007 to:

Edward Gallagher, Director
Baltimore City Department of Finance
100 Holliday Street, Room 454
Baltimore, Maryland 21202
Email: edward.gallagher@baltimorecity.gov

www.baltimorecity.gov

AN EQUAL OPPORTUNITY EMPLOYER

Sheila Dixon, Mayor

Gladys B. Gaskins, HR Director